

DD/A Registry

89-1258X

18 July 1989

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Administration
Deputy Director for Science and Technology
Chairman, National Intelligence Council

FROM: Director, Public Affairs Office

SUBJECT: Reporting Personal Appearances

1. Last year, after an off-site conference, my predecessor Bill Baker sent you a memo on reporting personal appearances. I would like to take this opportunity to reemphasize to you the importance of encouraging and supporting attendance and participation of our officers at professional meetings and conferences. Feedback from officers, identified as CIA professionals, attending such meetings--and from academics and other professionals who have taken part--indicate that we create a very favorable impression of the Agency in this way.

2. I will continue the practice of providing to the DCI a weekly report on the public appearances of Agency officers--a subject in which he continues to express considerable interest. I would appreciate it if you would remind your various divisions and branches that these public appearances should be reported to Public Affairs as outlined in [redacted]

3. In order to assist your personnel in planning for professional meetings and conferences, PAO will continue to issue periodically a calendar of events. It is distributed throughout the Agency and includes instructions for obtaining additional details about the events listed.

4. Please send information about personal appearances to our new Coordinator for Academic Affairs, [redacted] at 1016 Ames Building. Michael can provide advice and assistance for such appearances and has prepared materials available on the Agency and on the subject of Intelligence. He can be reached at [redacted] or through AIM.

cc: DS&T Office Directors
DI Office Directors
DA Office Directors

James W. Greenleaf

DD/A REGISTRY
FILE: Sub-8